



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
November 17, 2020**

Board of Directors – Members Present via Zoom:

| | |
|----------------|--------------------------|
| Kevin Williams | President |
| Paul Gornick | Secretary/Vice President |
| Mark Knudson | Treasurer |
| Susan Keil | Director |
| Ginny Van Loo | Director |

Oak Lodge Water Services Staff – Present via Zoom:

| | |
|----------------------|---------------------------------|
| Sarah Jo Chaplen | General Manager |
| Jason Rice | District Engineer |
| Aleah Binkowski-Burk | Human Resources/Payroll Manager |
| David Mendenhall | Plant Operations Manager |
| Todd Knapp | Field Operations Manager |
| Gail Stevens | Finance Director |
| Brad Lyon | Field Operations Supervisor |
| Laural Casey | District Recorder |

Consultants & Presenters – Present via Zoom:

| | |
|------------------|---------------------------------|
| Tommy Brooks | Cable Huston |
| Kim Swan | Clackamas River Water Providers |
| Libby Barg Bakke | Barney & Worth |
| Aubrie Koenig | Barney & Worth |

1. Call to Order & Meeting Facilitation Protocols

President Williams called the meeting to order at 6:00 p.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants.

General Manager Chaplen introduced Sherry French, President of the Clackamas River Water Board of Commissioners, visiting in an official capacity.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

2. Call for Public Comment

President Williams asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

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President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there was one.

Thelma Haggemiller recommended providing a rate comparison chart as part of the public outreach materials.

3. Consent Agenda

Director Keil moved to approve the Consent Agenda. Secretary/Vice President Gornick seconded.

Director Keil asked when the District planned to reimplement water shut offs. Finance Director Stevens stated information was currently being gathered from other local entities. General Manager Chaplen stated the findings would be brought to the next meeting.

Director Keil asked what equipment was being rented from the Administration/Finance fund. Finance Director Stevens stated the main copier was being rented.

Director Keil asked if the District was rotating through the On-Call contractors. District Engineer stated he had not been rotating but would get proposals from each on the next field project.

Director Van Loo asked why the Emergency Declaration was only extended in one-month increments. She suggested three-month extensions.

Director Van Loo moved to remove the Emergency Declaration Addendum No. 8 from the Consent Agenda. Treasurer Knudson seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

Treasurer Knudson thanked Finance Director Stevens for her financial analysis. He asked why water quality testing was over budget. Finance Director Stevens stated it had been underbudgeted. General Manager Chaplen stated it was the first year the District was responsible for lead testing as it has been historically tested for by the North Clackamas County Water Commission. It was noted that a lesson was learned, and testing would be budgeted for appropriately in the future.

Secretary/Vice President Gornick asked if the overage in the distribution system maintenance was due to more problems than anticipated. Finance Director Stevens explained the overage stemmed from the impacts of the new County paving standards. Field Operations Supervisor Lyon explained he had been aggressive in purchasing large meters. Secretary/Vice President Gornick asked if a mid-year adjustment would be needed. Finance Director Stevens stated the budget line would be monitored.

President Williams asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer

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Knudson; Directors Keil and Van Loo.

MOTION CARRIED

Treasurer Knudson moved to approve the Emergency Declaration Addendum No. 8 with a termination date of March 16, 2021. Director Keil seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

4. First Reading of Proposed Ordinance No. 2020-03 Revising the Rules and Regulations

District legal counsel Brooks outlined the purpose of revising the District's Rules and Regulations.

Treasurer Knudson moved to read Ordinance No. 2020-03 by title only. Secretary/Vice President Gornick seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

Secretary/Vice President Gornick noted a scrivener's error in the Ordinance. District legal counsel Brooks stated it would be fixed by the next reading.

District legal counsel Brooks read the Ordinance by title.

District Engineer Rice highlighted changes to the industrial pretreatment section.

Treasurer Knudson asked what would happen if DEQ did not respond to the District's changes by March 2021. District Engineer Rice explained there was no current demand and DEQ has communicated they are ready to work through the approvals.

Secretary/Vice President Gornick noted the Publicly Owned Pre-Treatment Works acronym on page seven was POTW and asked if it should be POPTW. District Engineer Rice stated the "Pre" needed to be removed as POTW is correct.

District legal counsel Brooks reviewed changes to the cross connection/backflow prevention section.

Secretary/Vice President Gornick asked to revisit the pretreatment section on page 59. He asked for the term "bi-annual" to be clarified with the use of "semi-annual." District Engineer Rice stated he would check with DEQ.

Secretary/Vice President Gornick asked about item 6.8.3.4 on page 35 item regarding elevation difference. Field Operations Manager Knapp stated the rules meant to only include houses at a

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higher elevation. District legal counsel Brooks offered “an elevation difference between the service connection at the public water main and the highest water outlet above the property that exceeds 30 feet.” He stated he would check the DEQ rules before making the change.

Treasurer Knudson noted the regulating body would be the Oregon Health Authority (OHA).

District legal counsel Brooks confirmed the use of DEQ in the meeting materials was incorrect.

District legal counsel Brooks summarized changes to the low income rate relief program section. Finance Director Stevens added the changes aligned the District’s rules with practice.

District legal counsel Brooks outlined general housekeeping changes.

Secretary/Vice President Gornick noted an awkward sentence on page 29. District legal counsel Brooks agreed the sentence was missing the word “to” in section 4.9.4.

District legal counsel Brooks explained the rights of way and easement definitions. He overviewed the changes to be made before the next meeting. It was agreed to not revise the rule language on item 6.8.3.4 regarding elevation differences unless there was room to make the change.

District legal counsel Brooks overviewed changes that were not made in the update including a definition of Accessory Dwelling Units and possible code enforcement disincentives. There was discussion on both topics. Regarding possible disincentives to reporting code violations, District legal counsel Brooks reported that there were no disincentives written into the Rules and Regulations, in fact there may be incentive to report. He recommended making no changes to the section. Treasurer Knudson thanked staff for examining the issue which had been raised by a customer as a potential area of change.

District legal counsel Brooks explained there was no further action required until after the second reading of the Ordinance.

5. Consideration of Protective Footwear Policy

Human Resources Manager Binkowski-Burk reported there were no Union changes and the proposed policy had been approved.

Director Van Loo moved to approve the Protective Footwear Policy as presented. Director Keil seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

6. The Clackamas Basin’s Response to the Riverside Fire

General Manager Chaplen introduced Kimberly Swan from Clackamas River Water Providers (CRWP). Ms. Swan presented on local water interties and how water was moved between providers during the September power outages and wildfires. She outlined CRWP’s facilitation

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of communication in the Clackamas Basin using new REGROUP software. She highlighted recent emergency communication including fire retardant updates and weekly provider check-ins to create consistent emergency messaging.

Secretary/Vice President Gornick asked how many employees CRWP had. Ms. Swan explained there were only two: herself and Christine Hollenbeck.

Secretary/Vice President Gornick asked how water was moved through the District during the recent power outages. District Engineer Rice and Field Operations Manager Knapp explained the District's interties through the Valley View Reservoir.

7. Communications Briefing Materials and Draft Plan Update

Consultant Koenig overviewed the final Community Briefing Presentation. She outlined the draft Communication Plan which details key audiences, framework messaging, key strategies, and communication channels. Consultant Koenig explained the Plan's three objectives and four commitments that are providing the two-year roadmap for District communications.

Treasurer Knudson expressed interest in the Plan's division of responsibilities to properly budget for any resources needed.

Director Van Loo asked how much money would be saved by solely publishing a digital newsletter. General Manager Chaplen discussed the balancing act between cost savings and meeting the varying communication needs of customers. Consultant Koenig overviewed how a digital newsletter could be phased in.

Secretary/Vice President Gornick asked if the District was allowed to participate on NextDoor or other social media. General Manager Chaplen stated the new District communications position will work to provide direction on the subject. Consultant Barg Bakke stated Tualatin Valley Water District had provided a model.

Director Van Loo asked where the budget hours included in the strategy charts were derived. Consultant Koenig explained the budget hours were estimations.

8. Call for Public Comment

President Williams asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there was one.

There was no public comment.

9. Departments Reports

- **General Manager**

General Manager Chaplen reported on the materials provided in the meeting packet including the initial Metro grant request and two task orders. She summarized actions taken by the Oak

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Lodge Governance Project (OLGP) thus far and facilitated a Board discussion regarding OLGP public survey and timing of the project.

Member of the public, Thelma Haggenmiller, was asked for input. Ms. Haggenmiller provided insight into the grant request's origins and she expressed concerns regarding OLGP's lack of transparency.

There was discussion regarding the District becoming an Authority to protect the ratepayer's assets. Ms. Haggenmiller asked for guidance in creating a citizen task force. General Manager Chaplen and District legal counsel Brooks explained more research would be needed as the District proceeded.

Due to time, President Williams did not facilitate other verbal department reports noting the written Department Reports published in the meeting packet.

10. Business from the Board

Treasurer Knudson reported on his written report highlighting the Oak Grove Community Council's endorsement of the North Clackamas Parks and Recreation District Community Representation map.

Secretary/Vice President Gornick reported on the Sunrise Water Authority meeting highlighting the twenty-year Capital Improvement Plan.

President Williams reported on the Jennings Lodge Community Planning Organization highlighting the announcement about OLGP. He reported on the Clackamas River Water meeting highlighting the financial audit and quarterly water sales.

11. Adjourn Meeting

President Williams adjourned the meeting at 9:31 p.m.

Respectfully submitted,

DocuSigned by:
Kevin Williams
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Kevin Williams
President, Board of Directors

Date: 12/16/2020

DocuSigned by:
Paul Gornick
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Paul Gornick
Secretary/Vice President, Board of Directors

Date: 12/16/2020